

**a. Individuals**

In the case of an individual, appearance of counsel may be withdrawn only with leave of Court and if (1) appearance of other counsel has been entered, or (2) withdrawing counsel files a certificate stating (a) the name and last known address of the client, and (b) that a written notice has been mailed to or otherwise served upon the client at least five days previously advising the client of counsel's proposed withdrawal and notifying the client either to have new counsel enter an appearance or to advise the Clerk that the client will be proceeding without counsel. If the withdrawal of counsel's appearance is permitted, the Clerk shall notify the party that the party will be deemed to be proceeding *pro se* unless and until new counsel enters an appearance on behalf of the party.

**b. Parties Other Than Individuals**

In the case of any party other than an individual, including corporations, partnerships, unincorporated associations and government entities, appearance of counsel may be withdrawn only with leave of Court and if (1) appearance of other counsel has been entered, or (2) withdrawing counsel files a certificate stating (a) the name and last known address of the client, and (b) that the written notice has been mailed to or otherwise served upon the client at least five days previously advising the client of counsel's proposed withdrawal and notifying it that it must have new counsel enter an appearance or be subject to the dismissal of its claims and/or default judgment on claims against it. In the event that within thirty days of the filing of the motion to withdraw, new counsel has not entered an appearance, the Court may take such action, if any, that it deems appropriate, including granting the motion to withdraw and dismissing any affirmative claim for relief asserted by the party and/or directing the party to show cause why a default should not be entered on claims asserted against it.

**Rule 102. General Filing and Service Requirements**

**1. Signatures, Identifying Information and Proof of Service**

**a. Signatures**

**i. Parties Represented by Counsel**

When a party is represented by counsel, the Clerk shall accept for filing only documents signed by a member of the Bar of this Court whose appearance is entered on behalf of that party. Use of any of the methods for signing an electronic document established by the Court, including use of an attorney's login and password to electronically file a document, constitutes the attorney's signature on the document.

**ii. Parties Appearing *Pro Se***

When a party is appearing *pro se*, the Clerk will accept for filing only documents signed

by that party. Attorneys who have prepared any documents which are submitted for filing by a *pro se* litigant must be members of the Bar of this Court and must sign the document, state their name, address, telephone number and their bar number assigned by this Court.

**b. Identifying Information**

**i. Required on All Court Documents**

At the bottom of all Court documents, counsel and *pro se* litigants shall state their name, address, telephone number, e-mail and fax number. Counsel shall also state their bar number assigned by this Court. This is not a substitute for compliance with L.R. 101.1.b.ii and L.R. 701.3.

**ii. Duty of Counsel to Notify the Clerk of Any Change in Address**

Counsel must promptly notify the Clerk of any change of address, including e-mail address irrespective of any changes noted on a pleading or other document. This obligation is continuing and if counsel fails to comply, the Court may enter an order dismissing any affirmative claims for relief and may enter a default judgment.

**iii. Duty of Pro Se Litigants to Keep Current Address on File**

*Pro se* litigants must file with the Clerk in every case which they have pending a statement of their current address. If a *pro se* plaintiff resides outside of the District, the party shall keep on file with the Clerk an address within the District where notices can be served. These obligations are continuing, and if any *pro se* litigant fails to comply with them, the Court may enter an order dismissing any affirmative claims for relief filed by that party and may enter a default judgment on any claims asserted against that party.

**c. Proof of Service**

All Court documents other than the original complaint must bear a certificate signed by counsel stating that the service required by Fed. R. Civ. P. 5(a) has been made. If a document is filed electronically, the notice of electronic filing constitutes a certificate of service as to all parties to whom electronic notice is sent.

**d. Electronic Transmission**

Electronic filing of documents is permitted in accordance with the policies and procedures established by the Court.

**2. Format of Court Documents**

**a. Caption**

The case caption on all Court documents shall contain only a short title, consisting of the names of the first plaintiff and the first defendant only, and the civil action number. This rule shall not apply to the original complaint (which shall contain the names and addresses of all parties and the county of residence of any Maryland party) or any pleading seeking to add a new party (which shall contain the short caption and the name and address of the parties sought to be added and the county of residence of any Maryland party sought to be added).

**b. Margins, Spacing and Numbering and 2-Hole Punched**

All documents filed with the Court shall not exceed 8 ½" x 11", with a top margin of at least 1 ½" and left-hand margin of 1" and a right-hand margin of ½". Lines of text shall be double spaced except for quotations and footnotes. Pages shall be numbered at the bottom of every page after the first page. Typed, printed or written material shall appear only on the front side of any page. All documents submitted in paper format shall be two-hole punched on the top of each page.

**c. Legibility**

No document shall be accepted for filing unless it is legible.

**3. Issuance of Subpoenas in *Pro Se, In Forma Pauperis* Cases**

The Clerk shall not issue any subpoena under Fed. R. Civ. P. 45(a)(3) to any *pro se* litigant proceeding *in forma pauperis* without first obtaining an order from the Court authorizing the issuance of the subpoena. Before entering any such order the Court may require the litigant to state the reasons why the subpoena should be issued, and the Court may refuse to authorize issuance of the subpoena if it concludes that the subpoena imposes undue burden or expense on the person subject to the subpoena or upon the U.S. Marshal or other court officer who would be required to serve it under 28 U.S.C. § 1915.

**4. Interdivisional Filing**

Unless otherwise ordered by the Court, if a case designated to one division under the Court's standing order is assigned to a judge in the other division, any pleadings, motions, memoranda or other documents may be filed in the designated division and, if such filing is made within any applicable deadline, shall be deemed to be timely.

**Rule 103. Institution of Suit and Pleadings**

**1. Civil Cover Sheet/Extra Copies of Complaint/Designation of Related Cases**

**a. Civil Cover Sheet and Extra Copies of Complaint**

**i. Cases Subject to Electronic Filing**

**Rule 105. Motions, Briefs and Memoranda**

**1. Memoranda Required; Number of Copies**

Any motion and opposition to a motion shall be filed with the Clerk and be accompanied by a memorandum setting forth the reasoning and authorities in support of it.

**a. Cases Subject to Electronic Filing**

The motion, memorandum and any exhibits or attachments should be filed electronically in accordance with the procedures adopted by the Court.

**b. Cases Exempt from Electronic Filing**

The original and one copy of all motions and memoranda shall be filed, except that two copies of discovery motions and memoranda shall be filed. If, however, counsel considers it impractical to file a copy of voluminous exhibits appended to a motion or memorandum, counsel may contact the judge to whom the case is assigned to ask permission not to file such a copy.

**2. Filing Schedule**

**a. General**

All motions must be filed within deadlines set by the Court. Unless otherwise ordered by the Court, all memoranda in opposition to a motion shall be filed within fourteen days of the service of the motion and any reply memoranda within eleven days after service of the opposition memoranda. Unless otherwise ordered by the Court, surreply memoranda are not permitted to be filed.

**b. Last-minute Filing Prohibited**

In no event, unless otherwise ordered by the Court, is any memorandum to be filed after 4:00 p.m. on the afternoon before the last business day preceding the day on which the proceeding to which the memorandum relates is to be held. For example, a memorandum relating to a proceeding to be held on a Monday must be filed by 4:00 p.m. the previous Thursday.

**c. Where More Than One Party Plans To File Summary Judgment Motions**

In a two-party case, if both parties intend to file summary judgment motions, counsel are to agree among themselves which party is to file the initial motion. After that motion has been filed, the other party shall file a cross-motion accompanied by a single memorandum (both opposing the first party's motion and in support of its own cross-motion), the first party shall then file an opposition/reply, and the second party may then file a reply. If more than two parties intend to file motions in a multi-party case, counsel shall submit a proposed briefing schedule when submitting their status report.

**3. Limitations on Length**

Unless otherwise ordered by the Court, memoranda in support of a motion or in opposition thereto and trial briefs shall not exceed fifty pages, and reply memoranda shall not exceed twenty-five pages, exclusive of (a) affidavits and exhibits, (b) tables of contents and citations, and (c) addenda containing statutes, rules, regulations and similar material.

**4. When Table of Contents Required**

A table of contents shall be included in any memorandum or brief exceeding twenty-five pages in length.

**5. Appendices**

**a. Appendix of Cases Not Generally Reported**

Every memorandum or brief shall be accompanied by an appendix containing any opinions cited therein which are not reported in WESTLAW or in West's Federal or regional reports. A copy of the appendix shall be served upon other counsel.

**b. Appendix of Exhibits**

If any motion, memorandum or brief is accompanied by more than five exhibits, the exhibits

shall be tabbed and indexed.

**6. Hearings**

Counsel may (but need not) file a request for hearing. Unless otherwise ordered by the Court, however, all motions shall be decided on the memoranda without a hearing.

**7. Trial Briefs**

Unless otherwise ordered by the Court, counsel may (but need not) submit trial briefs.

**8. Motions for Sanctions**

**a. Not to be Filed as a Matter of Course**

The Court expects that motions for sanctions will not be filed as a matter of course. The Court will consider in appropriate cases imposing sanctions upon parties who file unjustified sanctions motions.

**b. Responses Required Only Upon Court Order**

Unless otherwise ordered by the Court, a party need not respond to any motion filed under Fed. R. Civ. P. 11 or 28 U.S.C. § 1927. The Court shall not grant any motion without requesting a response.

**9. Motions for Extension of Time**

Before filing a motion to postpone any proceeding or to extend the time for the filing of any document or the taking of any other required action counsel shall attempt to obtain the consent of other counsel and shall give notice of the motion to other counsel a reasonable time before presentation of the motion to the Court. Counsel shall state in the motion whether the consent of other counsel has been obtained. Where counsel deems it reasonably practicable, counsel also shall try to obtain the consent of an unrepresented party.

**10. Motions to Reconsider**

Except as otherwise provided in Fed. R. Civ. P. 60, any motion to reconsider any order issued by the Court shall be filed with the Clerk not later than 10 days after entry of the order.

**11. Sealing**

Any motion seeking the sealing of pleadings, motions, exhibits or other documents to be filed in the Court record shall include (a) proposed reasons supported by specific factual representations to justify the sealing and (b) an explanation why alternatives to sealing would not provide sufficient protection. The Court will not rule upon the motion until at least 14 days after it is entered on the public docket to permit the filing of objections by interested parties. Materials that are the subject of the motion shall remain temporarily sealed pending a ruling by the Court. If the motion is denied, the party making the filing will be given an opportunity to

withdraw the materials. Upon termination of the action, sealed materials will be disposed of in accordance with L.R. 113.